

# TOWN OF NEWINGTON

## TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

### SPECIAL MEETING MINUTES

January 27, 2011

#### TOWN HALL CONFERENCE ROOM ONE

- I. Call to Order –the meeting was called to order at 4:02 PM.
- II. Roll Call – Members present: Chris Banach, Myra Cohen, and Dan Carson. Others present: John Salomone, Town Manager; William Collins, Superintendent of Schools; Lou Jachimowicz, Business Administrator; Robert Korpak, Director of Facilities Management; and Jeff Baron, Director of Administrative Services.
- III. Public Participation - None
- IV. Relocation of Offices and Transition Academy – Mr. Baron distributed the Town Council resolution assigning the Transition Academy and the related office relocation for the Building, Planning and Engineering Departments to the Committee. Work needs to be completed by June 30, 2011 when grant funding will expire. The three offices will be moving to temporary quarters, where the Conference Rooms are currently located on the Lower Level of Town Hall, while their permanent space on the Lower Level of Town Hall is renovated. First, any used furniture, telephones, computers, etc. shall be set up in the conference rooms. In about three weeks the three affected departments will then have a “box move” down to the Lower Level. The architect will be asked to develop a separate demolition package for the East Wing. The Board of Education will work with the architect on the final design of the East Wing with general government’s Facilities Management Department assisting with design elements that pertain to the building infrastructure. The Board of Education has some used furniture that could be used for the temporary offices.

The Transition Academy has three students now. There are eighteen scheduled for the next school year. There is ample space for the future so that the program can grow. The program is for the 18 to 21 year old population.

- V. Project architect – The Committee agreed by consensus to continue to use Kaestle Boos Associates for this phase of the Town Hall

Renovations. The Town had a good relationship with both the architect and the contractor on the earlier Lower Level renovation work. The project architect will need to work with not only the Board of Education and Facilities Management, but also with the Town's code enforcement officials.

- VI. Any Other Business Pertinent to the Committee – Mrs. Cohen made a motion to nominate Chris Banach as the Chairperson of the Committee. Second by Mr. Carson. The motion passed unanimously. Concerns had been raised about the storage of the voting machines. Staff members are investigating the matter and will attempt to formulate a better method of storage that will accommodate these concerns. The Committee will meet again when Kaestle Boos Associates has drawings for the Committee to review.
- VII. Public Participation – None.
- VIII. Committee response to public participation – None.
- IX. Adjournment – the meeting adjourned at 4:18 PM.

Respectfully submitted,

*Jeff Baron*

Director of Administrative Services